



04-01

Sector 14

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William C. Norvell, Jr.
Signature

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

APPLICANT:	TRAVIS C. RILEY	§	
		§	
FILING DATE:	12/20/01	§	ATTORNEY DOCKET NO.
		§	3587/00-410
SERIAL NO.	09/745,262	§	
		§	
TITLE: METHOD AND APPARATUS FOR		§	
CREATION AND TRANSMISSION OF		§	
FINANCIAL STATEMENT DATA		§	

TRANSMITTAL LETTER

COMMISSIONER OF PATENTS AND TRADEMARKS
Washington, D.C. 20231

Sir:

Enclosed herewith regarding the above identified application is:

- XX Notice to File Missing parts of NonProvisional Application;
- XX Substitute Specification;
- XX Oath and Power of Attorney;
- XX Check No. 020514 in the amount of \$353.00;
- XX The Commissioner is hereby authorized to charge any underpayment of the fee associated with this communication or credit any overpayment to Deposit Account No. 02-2265.

Respectfully submitted,

William C. Norvell, Jr.
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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/745,262	12/20/2000	Travis C. Riley	3587/00-410

CONFIRMATION NO. 8352

FORMALITIES LETTER



OC00000005807521

Beirne, Maynard & Parsons, L.L.P.
1300 Post Oak Boulevard, Ste. 2500
Houston, TX 77056-3000

Date Mailed: 02/27/2001

NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION *4/27/01*

04/12/2001 SNIHASS1 00000020 09745262

FILED UNDER 37 CFR 1.53(b)

01 FC:203 288.00 DP
02 FC:205 65.00 DP

Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given TWO MONTHS from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- Total additional claim fee(s) for this application is \$288.
 - \$288 for 32 total claims over 20.
- ✓ • The oath or declaration is missing.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$65 for a small entity in compliance with 37 CFR 1.27, must be submitted with the missing items identified in this letter.
- ✓ • The balance due by applicant is \$ 353.

The application is informal since it does not comply with the regulations for the reason(s) indicated below. Applicant is given TWO MONTHS from the date of this Notice within which to correct the informalities indicated below.


The required item(s) identified below must be timely submitted to avoid abandonment:

- • A substitute specification in compliance with 37 CFR 1.52 because:
 - Papers contain improper margins. *Each sheet must have a left margin of at least 2.5 cm (1") and top, bottom and right margins of at least 2.0 cm (3/4")*
- • Substitute drawings in compliance with 37 CFR 1.84 because:
 - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. (5/8 inch), and a

bottom margin of at least 1.0 cm. (3/8 inch);

- Drawings must be reasonably free from erasures and must be free from alterations, overwritings, interlineations, folds, and copy marks.

A copy of this notice MUST be returned with the reply.


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Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE